

ARIZONA DEPARTMENT OF HEALTH SERVICES
OFFICE OF VITAL RECORDS
P. O. BOX 3887
PHOENIX, AZ 85030-3887

If you wish to make any corrections on a birth certificate, please complete the lower portion of this form in the presence of a **notary public**. There is a correction fee of **\$23.00**, which includes a complimentary certified copy of the amended birth certificate. Note: No personal checks are accepted.

To **add the name** of a child and if the child is over 3 months of age, please submit documentary evidence to support the change requested, such as a baptismal record, blessing certificate, immunization record from the pediatrician's office on their letterhead, medical record, etc. **The document must show the child's full and complete name, date of birth, and a date the document was created.** After 5 years, a court order is required. Before the age of 1 year, no correction fee is required only the cost of a birth certificate is **\$10.00**.

To **change a child's name** and the child is over 3 months of age, please submit documentary evidence to support the change requested, such as a baptismal record, blessing certificate, immunization record from the pediatrician's office on their letterhead, medical record, etc. **The document must show the child's full and complete name, date of birth, and a date the document was created.** After 1 year a court order is required.

To correct parents' information- A **certified copy** of the **Parents' birth certificate** is required.

(ANY ALTERATIONS WILL INVALIDATE THIS AFFIDAVIT)

MUST BE NOTARIZED- USE BLACK INK ONLY

| DATA | AS IT READS NOW | CORRECTION DESIRED |
|-----------------------|-----------------|--------------------|
| Child's Name | | |
| Father's Name | | |
| Mother's Maiden Name | | |
| Child's Date of Birth | | |
| Other Errors | | |
| Other Errors | | |

The undersigned, declare upon oath that to the best of my knowledge and belief such changes and additions as shown above are necessary to make this vital record correct.

Notary Public:

Father's Signature _____

Sworn and subscribed before me this
_____ day of _____, 20____

Mother's Signature _____

Notary Signature and expiration date

Child's Signature _____
(18yr old)

Notary Stamp/Seal: